

# CEA



## CAREER EXECUTIVE ASSIGNMENT

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### **EXAMINATION ANNOUNCEMENT**

DEPARTMENT	TRANSPORTATION
POSITION TITLE	CHIEF, DIVISION OF MASS TRANSPORTATION
LEVEL	CEA 2 (Salary Range \$7302-8051)
FINAL FILING DATE	MAY 19, 2006

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Deputy Director, Planning and Modal Programs, the incumbent plans, organizes and manages the Department's Mass Transportation Program that includes Transit Innovation & Research; Transit Development Act; Rural & Small Transit Operators; Specialized Transit & Procurement; State Transit Grants Branch; Interagency Coordination Liaison; and Administrative & Budgets.

Responsibilities include:

- Directs and coordinates the development, evaluation, and implementation of policies for mass transportation projects and programs. Additionally, develops policies to implement and monitor compliance with state and federal accessibility requirements relating to mass transportation.
- Develops the short term and long term strategic direction for the mass transportation programs.

- Oversees the development and implementation of Program Level Action Plans that include the Department's goals, strategic objectives, strategies, and performance measures applicable to the program.
- Establishes the strategic direction for the mass transportation programs in support of state policy goals advocating efficient land use, promoting equity, strengthening the economy and protecting the environment.
- Works with the districts and other headquarters programs to provide functional guidance to Department staff working on mass transportation projects and programs to promote an integrated, multi-modal transportation system.
- Advises Department's management on key events and issues affecting mass transportation in California.
- Identifies critical research needs regarding mass transportation in California.
- Develops and implements transportation system performance measures related to mass transportation.
- Organizes the work and staff of the Division of Mass Transportation. Establishes management control systems and performance targets.
- Administers the approved budget for the mass transportation program, federal, state and local assistance programs, including Transportation Development Act funds for local transit services.
- Represents the Department on mass transportation matters and advises the public on mass transportation issues. Represents the Department before state boards, commissions, and committees when requested by the Director/Chief Deputy Director. Also represents the Department on national committees concerned with mass transportation issues and programs such as those of the American Public Transportation Association, the American Association of State Highway and Transportation Officials and the Transportation Research Board.
- Advises and/or acts for the Deputy Director, Planning & Modal Programs on mass transportation matters and responds to inquiries from legislators, public agencies and the private sector.

## MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

## DESIRABLE QUALIFICATIONS

Experience in positions at the Supervising Transportation Engineer/Planner level or higher which developed the following qualifications:

- A broad and comprehensive knowledge of the Department's mass transportation programs and experience that demonstrates the ability to manage a complex statewide program.
- Knowledge of the development of and knowledge in operating transportation facilities.
- Familiarity with federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Department in advanced transportation systems

matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.

- Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.
- Demonstrated ability to provide new perspectives and/or develop and implement new initiatives.
- Excellent oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles

## EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final filing date. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

## EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. Some of the factors that will be utilized in the evaluation are:

- Education
  - List degrees obtained and dates received.
  - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, appropriate external stakeholders, etc).
  - List state and federal resource agencies.
  - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to a Supervising Transportation Engineer/Planner.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).
- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include

responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.

- Ability to provide new perspectives and/or develop and implement new initiatives.

## FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS  
WILL BE ELIMINATED FROM THE EXAMINATION.**

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation  
Division of Human Resources, ATTN: Patti Oshita, MS 90  
Farmers Market III, 6<sup>th</sup> Floor, P.O. Box 168037  
Sacramento, CA 95816-8037

Or via e-mail: [Patti\\_Oshita@dot.ca.gov](mailto:Patti_Oshita@dot.ca.gov)

Application and *Statement of Qualifications* must be received or postmarked by 5:00 p.m. on May 19, 2006. Interagency mail received after this date will not be accepted.

**Application packets may be e-mailed to the above address or faxed to (916) 227-5333 or CALNET 498-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.**

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414 or CALNET 498-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.